

## **DEPARTMENTAL RECORDS CLERK**

### **STUDY GUIDE**

A written examination for the class of DEPARTMENTAL RECORDS CLERK to be administered in your jurisdiction will consist of approximately 114 multiple-choice questions covering the following subject areas:

#### **SUBJECT MATTER/CONTENT**

<b><u>SECTION</u></b>	<b><u>PERCENT OF EXAM</u></b>
Office Practices & Procedures	6%
Filing Procedures	10%
Filing Exercise - Alphabetizing	4%
Filing Exercise	3%
Clerical Operations	9%
Departmental Records	6%
Records Exercise - Time Sheets	9%
English Usage (Grammar)	10%
Mathematics	10%
Clerical Proficiency (Proofreading)	17%
Following Written Directions	<u>16%</u>
TOTAL PERCENT	100%

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.